

Frequently Asked Questions and Supplemental Information
Fiscal Year 2004 Citizen Corps Program
California's Homeland Security Grant Program
Corrected Copy: March 15, 2003

I. Introduction for the Emergency Management Community

On February 11, 2004, California's Office of Homeland Security (OHS), Governor's Office of Emergency Services (OES) and Governor's Office on Service and Volunteerism (GO SERV) released the FY2004 Homeland Security Grant Program - Guide for Local Governments. This letter is meant to address the most frequently asked Citizen Corps Program (CCP) questions received during past weeks, and to help with next steps for local CCP project development. The information should assist you in both the application and implementation process for the FY2004 CCP.

Please note the *Citizen Corps – A Guide for Local Officials* document is critically important grant guidance and serves as a companion reference document to apply for and implement the CCP. Subgrantees are encouraged to utilize this nationally developed document throughout the planning and implementation of their CCP. The document offers community leaders a suggested framework to begin Citizen Corps Programs, projects, and activities. *Citizen Corps – A Guide for Local Officials* can be downloaded at <http://www.citizencorps.gov/councils/>

Additional CCP guidance, supporting materials, and resources (including links to preparedness/educational materials and information on all Citizen Corps Programs) are available online at www.citizencorps.gov and on the GO SERV website at www.goserv.ca.gov.

II. Background to the 2004 Citizen Corps Program

The FY2004 CCP builds on lessons learned and the foundation established during the previous 16 months of Citizen Corps and Community Emergency Response Team (CERT) program activities. FY2004 CCP funds will be provided to local communities that have an approved Citizen Corps Council or that will establish a Citizen Corps Council as a condition of receiving the assistance.

Using California's allocation from the 2002 federal Citizen Corps and CERT Supplemental Appropriation, GO SERV launched California's CCP. Since then, subgrantees – primarily Operational Areas (OA) and Red Cross chapters – have had the opportunity to develop Citizen Corps Councils and CERT programs statewide.

Broadly stated the national FY2004 CCP priorities applied within California are to: establish working, functioning Citizen Corps Councils; develop multi-year Citizen Corps Program Strategic Implementation Plans; increase community-based preparedness education and training with a continued emphasis on CERT program development and maintenance; increase volunteer opportunities across the four CCP charter federal programs; and, develop local government plans for coordinating volunteers in emergency preparedness and response.

FY2004 brings additional programmatic and fiscal flexibility for subgrantees. The FY2004 CCP grant can be used to support any and all Citizen Corps programs, projects, and activities, to include the four charter federal programs: Community Emergency Response Team (CERT), Volunteers In Police Service (VIPS), Medical Service Corps (MRC), and Neighborhood Watch Program (NWP). This CCP grant provides

recipients with the ability to decide how and where to spend grant funds in their overall CCP. FY2004 also introduces a larger number of allowable program expenses in several categories including certain exercise expenses. Accompanying this program flexibility is an increased emphasis on accountability and results in the form of program performance and reporting requirements.

Subgrantees should plan and implement their CCP to support the goals and objectives identified in the State Homeland Security Strategy (SHSS), and where applicable, their Urban Areas Security Initiative Strategy. CCP volunteer activities are specifically mentioned in California's SHSS.

The county level Citizen Corps Council model is currently being used by many counties. Consistent with the Standardized Emergency Management System (SEMS), the county level Council (often referred to as the OA Citizen Corps Coordinating Council) works with cities and other local units of government, as well as communities and neighborhoods within its jurisdiction to promote the development of additional Citizen Corps Councils and programs. As described in the Memorandum of Understanding section in this document, the option also exists for an OA to decline direct jurisdictional use of the funds and allow the state, via GO SERV, to use the funds for statewide initiatives, programs, and projects that benefit all local entities statewide.

This third year of Citizen Corps-related funding advances the overarching goal of increasing the capacity of local communities to prepare for and respond to disasters and other emergencies, including acts of terrorism. The strategy for achieving this goal is:

- (1) To prepare individuals, families, and communities to take care of themselves and others, especially during the first 72 hours following a major event, when first responders and emergency management are busiest; and,
- (2) To increase the capacity of new and existing volunteer and service programs to effectively assist the first responder and emergency management community in planning, preparedness and response.

III. Requirements of FY2004 Citizen Corps Program

Citizen Corps Councils

Required by ODP, CCP subgrantees must have a Citizen Corps Council (or plans to establish one) as a condition for receiving the funds. As outlined in California's guidance package, subgrantees must have a working, functioning Citizen Corps Council by September 30, 2004. Councils should have diverse organizational membership and convene regular meetings open to the community. Councils should register on the national Citizen Corps website. Council meetings should include agendas, minutes or meeting notes, sign-in sheets, and shared contact information. Most California OAs are developing councils or already have one in place. With this third year of CCP-related grant funding, it is important that minimum council requirements are institutionalized.

Subgrantee	Council functions at this level
County Government Agency	County
City Government Agency – Passed through the Operational Area	City
Non-Government Organization – Passed through the Operational Area	County

Below, is some information to help you develop your CCP. Subgrantees are strongly encouraged to involve other key sectors of their communities beyond the required membership.

- **Faith-based organizations:** Contact a local site of worship to receive suggestions on representation
- **Business and Industry:** Contact a large private sector employer or the local Chamber of Commerce for a representative
- **Educational institution:** Contact the county superintendent of schools or school district offices, local colleges and universities
- **Tribal Nations:** Contact your local Tribal leadership - if you are unsure if any of the federally recognized Tribal Nations are in your jurisdiction, please contact GO SERV for assistance. Note: The California Tribal Nations Emergency Management Council is in the process of establishing itself as a 501(c) 3.
- **Special Needs Agencies/Organizations:** Contact the local health and human services office or Information and Referral (211) agency

Citizen Corps Council Agency/Organization Membership Sources

To locate a Red Cross chapter in your jurisdiction, go to:

<http://www.redcross.org/>

To locate a Volunteer Center in your jurisdiction, go to:

<http://www.volunteercentersca.org/locate.htm>

To locate Community Emergency Response Team programs in your jurisdiction, go to:

<http://www.goserv.ca.gov>

Or contact Jim Brown, California CERT Coordinator (916) 322-1536

Or, go to http://training.fema.gov/emiweb/CERT/c_ca.htm

To locate Volunteers In Police Service programs in your jurisdiction, go to:

http://www.policevolunteers.org/programs/index.cfm?fuseaction=search_result&state=60&worldRegion=&keyword=&x=40&y=9

To locate Neighborhood Watch Programs in your jurisdiction, go to:

<http://www.usaonwatch.org/searchdb/>

To locate Medical Reserve Corps programs, go to:

<http://www.emsa.cahwnet.gov/> (or Sherill Reed, EMSA/MRC State Coordinator (916)322-4336); or

<http://www.medicalreservecorps.gov/index.cfm?MRCaction=MRCunit.Contact#CA>

To locate American Radio Relay League clubs, go to:

<http://www.arrl.org/FandES/field/club/clubsearch.phtml?state=CA&selstate=Show+clubs+in+selected+state>

To locate Civil Air Patrol units in your jurisdiction, go to:

<http://cawg.cap.gov/html/Cunits/cunits.htm>

To locate United States Junior Chamber (Jaycees) chapters, go to:

<http://www.cajaycees.org/>

To locate Veterans of Foreign Wars chapters, please contact one of the following individuals:

Wally Max
VFW Communications Coordinator
(209) 847-3453

John Lowe
State Quartermaster
(916) 449-8850

To determine if there is a local or regional VOAD (Voluntary Organizations Active in Disasters) covering your jurisdiction, please contact one of the following individuals:

Northern California VOAD
Dick Eskes, President
(925) 939-1250
reskes@silcon.com

Southern California VOAD
Kimberly Schuler-Hall, President
(818) 347-3574
SGSCH@AOL.COM

Volunteer and Service Program Management Plan

Referred to as the "Volunteer Resource Management Annex" in the FY2004 Homeland Security Grant Program Guide for Local Governments, this plan is an important next step in the process to better connect volunteer and service program resources with local and statewide emergency planning, preparedness and response activities.

While the use of trained volunteers in emergency management is not new, the discussion as it relates to the role of government, is gaining both momentum and importance. It is possible that in the foreseeable future, volunteer and service program coordination will be components of the National Response Plan and National Incident Management System. The Office for Domestic Preparedness (ODP) federal guidance indicates that adoption of NIMS will be a FY2005 requirement to be eligible for federal Department of Homeland Security funding.

CCP subgrantees are required to develop and submit this draft plan for managing both affiliated and unaffiliated volunteers by the end of the two year grant performance period. Affiliated volunteers and service program participants include members of programs such as CERT, VIPS, MRC, NWP, AmeriCorps, Retired and Senior Volunteer Program (RSVP), Volunteers In Service To America (VISTA), and many others. These affiliated volunteers and service program members have existing agency/organizational relationships and (in many cases) emergency response training. They can serve in vital support roles in the event of a large or catastrophic disaster that overwhelms the resources of first responders and emergency management. Unaffiliated volunteers – those well-intentioned individuals and groups who converge on a disaster scene, often numbering in the hundreds (and sometimes thousands) may also help in many ways, but are far too often mismanaged. In many cases, these "volunteers" end up redirecting first responders and emergency management personnel away from critical activities, sometimes placing their and others' lives in danger. These Volunteer and Service Program Management Plans should ultimately reside and be maintained by the county or city government agency responsible for emergency response plans at that jurisdictional level. GO SERV strongly encourages the involvement of your local Volunteer Center, American Red Cross chapter, and county Information and Referral (I&R) "211" agency in the development of this plan.

Subgrantees	Plan should cover
Operational Area/County Government Agency	County
City Government Agency – Passed through the Operational Area	City
Non-Government Organization – Passed through the Operational Area	County

GO SERV is currently developing a template for use in developing the draft Volunteer and Service Program Management Plan. GO SERV is creating this template with the assistance of a variety of national, state and local stakeholders.

Citizen Corps Program Strategic Implementation Plan

Briefly mentioned in the federal guidance from the ODP, this long-term plan describes how the subgrantee hopes to achieve the Citizen Corps mission – to actively engage community members in homeland security through public education, training, and volunteer opportunities. To the greatest extent possible, a diverse group of stakeholders and community leaders should be involved in the development of this plan.

Subgrantees	Plan covers
County Government Agency	County
City Government Agency – Passed through the Operational Area	City
Non-Government Organization – Passed through the Operational Area	County

GO SERV will develop and make available a template for the Strategic Implementation Plan by mid-2004. In the interim, local CCP program managers are encouraged to consider using - Strategic Planning for Public and Nonprofit Organizations, by John Bryson (available through Jossey-Bass Publishers www.josseybass.com or (888) 378-2537) - as one possible resource guide.

Outreach and Education Programs

One of the main focus areas of the FY2004 grant is the ability to use funds for a wide range of activities that promote, communicate, and educate community members about volunteer and training opportunities as well as the need to plan and prepare for all hazards. A partial list of eligible public communication expenses is located on page 43 of the guidance document. Subgrantees are encouraged to develop multi-use communication strategies and products that benefit Citizen Corps programs as well as outreach efforts that support SHSG, LETPP, and UASI education goals.

In this third funding year of Citizen Corp-related funding, there is an emphasis on building CCP capacity below the OA level. California's approach in the first two funding cycles of '02 & '03 has been to institutionalize Citizen Corps Councils, CERT and other volunteer programs consistent with SEMS in a "top down" approach. In 2004, another approach is being emphasized - the need to develop capacity at the neighborhood and community level in a "bottom up" approach to link the broader developmental efforts of the last 1_ years. Towards this end, GO SERV urges subgrantees to mirror efforts being

undertaken at the statewide level to partner with organizations to help develop new Citizen Corps Councils and programs. Organizations such as the Junior Chamber of Commerce (Jaycees), Veterans of Foreign Wars, Rotary and Lions clubs make excellent partners—they have built in local infrastructures and community organizing leadership experience.

IV. Community Emergency Response Team Program

A key California emphasis continues to be CERT program development. To maintain the momentum of California's CERT program, **GO SERV recommends CCP subgrantees consider allocating at least 50% of their 2004 CCP grant to FEMA-compliant CERT programs that provide the 20 hour (minimum) EMI CERT course.**

GO SERV will continue to provide CERT program guidance, technical assistance, and support to subgrantees and others. GO SERV will continue to sponsor regional CERT T-T-T (Train-the-Trainer) courses and continue development of California's CERT Instructor Training program (T4) to further increase local governments' capacity to start and maintain a successful CERT program.

A diverse, representative group of CERT stakeholders from around the state has been meeting as a workgroup of the State Citizen Corps Council to advise the state as California's statewide CERT program evolves. For information on the latest discussions of this group, please access the CERT section of the GO SERV website or contact State CERT Program Coordinator Jim Brown at (916) 322-4336.

V. Use of Other Funding Sources

There are references in the grant package within the Homeland Security Grant Program that outline allowable uses of State Homeland Security Program (SHSP) grant funds for community-based projects. In addition to the SHSP, the Urban Area Security Initiative (UASI) is a possible source of additional funding to support CCP efforts including CERT. It is the intent and expectation of ODP and the state that local governments will consider using these multiple funding sources to support and expand CCP-goals well beyond what is possible from the smaller CCP allocation.

VI. Memorandum of Understanding (MOU)

Some OAs may choose to relinquish their CCP funds to the state. In this case, the OA must make this request in writing, and GO SERV and the OA must enter into an MOU outlining this plan. GO SERV will use these relinquished funds to develop and implement statewide initiatives that have the greatest impact for the largest number of OAs. **Non-Operational Area entities, such as a city agency or non-profit organization cannot contract directly with the state or GO SERV.** Operational Area agencies must subcontract with city agencies or non-profit organizations if the OA does not wish to either use the funding directly or relinquish the funds to the state.

The preferred MOU may be found on the last page of this document. This MOU is also available through State OES Grants Management staff at grant.management@oes.ca.gov or (916) 845-8110. Please submit your MOU with your completed HSGP application and fax a copy to GO SERV at (916) 323-3227.

Options	MOU Required?
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OA chooses to manage the CCP grant themselves OR subcontract CCP funds to another county/city government agency or a non-government organization within the OA. OA remains the subgrantee of the state.	No
OA relinquishes CCP funds, choosing instead to have GO SERV administer funds for statewide initiatives	Yes

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
STATE OF CALIFORNIA AND OPERATIONAL AREA
FOR FY2004 CITIZEN CORPS PROGRAM FUNDING**

I. PARTIES

State of California

Governor's Office on Service and Volunteerism (GO SERV)

Operational Area (OA)

OA Name here

II. INTRODUCTION

The State is prohibited from retaining any of the FY2004 Homeland Security Grant Program funds targeted for local units of government (OA) unless specifically requested to by the local unit of government to which the allocation has been made. Office for Domestic Preparedness guidance states that under these circumstances, the State and the local unit of government must enter into a Memorandum of Understanding (MOU) specifying the amount of funds to be retained and for what purpose. On behalf of California's Citizen Corps Program (CCP), GO SERV will utilize these funds to support statewide CCP initiatives, programs, projects and activities that benefit all local units of government statewide.

III. PURPOSE OF THE AGREEMENT

This MOU exists as a voluntary agreement between the State of California and the OA to have GO SERV administer CCP funds on behalf of the OA. The OA requests that these grant funds are utilized by GO SERV to support statewide CCP initiatives, programs, projects and activities that benefit all local units of government statewide.

Total FY2004 CCP
Grant Amount Relinquished \$_____.

IV. SIGNATURES

Effective Date This MOU becomes effective upon completion of signatures listed below.

Operational Area Signature _____ Date _____

State of California Signature _____ Date: _____